

Mount Joy Borough Authority
Regular Monthly Meeting
August 1, 2023
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also present were Angie Fenicle and Scott Kapcsos and Mr. Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

Public Input Period

No one from the public was present.

Authority Manager Report

Mr. Kapcsos provided a written report and highlighted the following:

Mr. Kapcsos provided an update on the Orange Street Water Main Project: Mr. Kapcsos stated that a boil water notice was issued today to approximately 11 customers along West Main Street in order to properly disconnect an existing fire hydrant and water service taps.

Mr. Kapcsos informed the Board that staff attended an exit meeting with PA DEP regarding the FPPE inspection at Carmany Road Water Plant. Mr. Kapcsos noted that no deficiencies or violations were noted; only optimization goals were discussed, and Authority staff has 30 days to provide a response.

Mr. Kapcsos informed the Board that ARRO Consulting provided a response to SRBC on behalf of the Authority per the discussion that took place at the last Authority Board meeting; we are currently waiting for a response.

Mr. Kapcsos informed the Board that Authority and Borough staff are currently working on separating the PA One Call accounts to better track the responses from the two entities.

Mr. Kapcsos informed the Board that he will be meeting with the security camera company on August 4th to discuss adding additional cameras at other facilities.

Mr. Kapcsos informed the Board that staff is working on making the requested change to the employee handbook and will be provided for approval at the next Authority Board meeting.

Mr. Kapcsos informed the Board that the Employee Appreciation Day was presented to Borough Council Administration and Finance committee with no further questions and will be presented at the next Borough Council meeting.

Business Manager Report

Mrs. Fenicle informed the Board that she received the draft documents for the 2022-2023 annual audit. Mrs. Fenicle noted that staff will complete the MD&A documents and will returned to the auditors no later than August 18th; the audit will be presented at the September 5th Board meeting.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the June 6, 2023, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the Final Subdivision Land Development Plan for 1000 Strickler Road, Cornerstone Lot W-3 as recommended by ARRO Consulting’s letter dated March 9, 2023; motion carried.

Any Other Matter Proper to Come Before the Authority

Mr. Rebman discussed with the Board to develop an HR Committee as previously discussed and will consist of Mr. Metzler as the Chairman and Mr. Melhorn as a member. Mr. Rebman noted that the purpose of the committee is to establish a safe and healthy environment for all employees.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 6 as follows: \$54,557.32 for the Water Operating Fund and \$70,354.18 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve the attached Requisition No. WBRI 23-9 from the Water Bond Redemption and Improvement Fund in the amount of \$10,005.00; motion carried.

Executive Session

The Authority Board entered an executive session to discuss a personnel matter at 4:27 PM. A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to reconvene the public meeting at 5:00 PM; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Derr to adjourn; motion carried, and the meeting adjourned at 5:01 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary



MOUNT JOY BOROUGH AUTHORITY

P.O. BOX 25

MOUNT JOY, PA 17552

INCORPORATED 1948

TELEPHONE: (717) 653-5938

FAX: (717) 653-6680

WATER OPERATING REQUISITION NO.: 8

DATE: September 5, 2023

Fulton Bank, National Association
P.O. Box 4887
Lancaster, PA 17604

Gentlemen:

You are hereby requested to make a disbursement of funds from the Revenue Fund under the Trust Indenture dated May 1, 1993, between the Mount Joy Borough Authority and your bank as Trustee, for the purpose and in the amounts set forth on the succeeding page.

We certify that the amounts listed on the succeeding page are now due and unpaid and that such indebtedness has been incurred for the purpose set forth in Article VI, Section 6.01 and 6.02. We further certify that the monies to be withdrawn are in compliance with the provisions of said indenture.

MOUNT JOY BOROUGH AUTHORITY

TREASURER

ARRO CONSULTING, INC., Consulting Engineer, in accordance with Section 6.02 of the Trust Indenture, DOES HEREBY APPROVE this requisition, and CERTIFIES that the aggregate of the amounts requisitioned, plus those previously requisitioned during the current fiscal year, do not exceed the amount of the current fiscal year budget approved by the Authority as provided for in Section 9.07 of the Trust Indenture.

ARRO CONSULTING, INC.

CONSULTING ENGINEER

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>527,259.10</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,396.27	Payroll	Acct. 21544
	\$	50,077.74	Expenses	Acct. 21510
	\$	<u>66,474.01</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>593,733.11</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry
Payroll # 17

Water Fund

Debit	06.448.702	Water Wages	\$	5,047.45	Kling, Shawn
	06.449.752	Construction Crew Wages	\$	5,783.50	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,730.77	Kapcsos (Split)
	06.400.783	Operations Manager	\$	-	Vacant
	06.400.784	Business Manager	\$	1,250.00	Angie (Split)
	06.400.785	Administrative Assistant	\$	1,080.00	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,261.92	Split
	06.400.804	ADP Invoice	\$	81.64	Split
	06.400.791	Employer 457B Contribution	\$	160.99	Ryan, Chris, Rory
		TOTAL	\$	16,396.27	

Mount Joy Authority

Water Operating Fund Check Register - Water Operating Fund

Transaction Number	Source	Transaction		Reference	Deposits	Payments	Total Post Date
		Date	Type				
4498	Accounts Payable	08/30/2023	Computer Check	ADVANCE AUTO PARTS	\$0.00	\$4.79	(\$4.79) 08/30/2023
4499	Accounts Payable	08/30/2023	Computer Check	ASCENSUS	\$0.00	\$432.50	(\$437.29) 08/30/2023
4500	Accounts Payable	08/30/2023	Computer Check	BARLEY SNYDER LLP	\$0.00	\$1,356.25	(\$1,793.54) 08/30/2023
4501	Accounts Payable	08/30/2023	Computer Check	BATTERY WAREHOUSE	\$0.00	\$169.98	(\$1,963.52) 08/30/2023
4502	Accounts Payable	08/30/2023	Computer Check	BOROUGH OF MOUNT JOY	\$0.00	\$915.18	(\$2,878.70) 08/30/2023
4503	Accounts Payable	08/30/2023	Computer Check	BRIGHTSPEED	\$0.00	\$214.45	(\$3,093.15) 08/30/2023
4504	Accounts Payable	08/30/2023	Computer Check	BUCKMAN S INC	\$0.00	\$3,344.00	(\$6,437.15) 08/30/2023
4505	Accounts Payable	08/30/2023	Computer Check	CAPITAL BLUE CROSS	\$0.00	\$13,120.10	(\$19,557.25) 08/30/2023
4506	Accounts Payable	08/30/2023	Computer Check	CHEMICAL EQUIPMENT LABS INC.	\$0.00	\$6,411.78	(\$25,969.03) 08/30/2023
4507	Accounts Payable	08/30/2023	Computer Check	CONCENTRA HEALTH SERVICES, IN	\$0.00	\$60.00	(\$26,029.03) 08/30/2023
4508	Accounts Payable	08/30/2023	Computer Check	CORE & MAIN	\$0.00	\$6,091.36	(\$32,120.39) 08/30/2023
4509	Accounts Payable	08/30/2023	Computer Check	GUTTMAN ENERGY INC.	\$0.00	\$560.24	(\$32,680.63) 08/30/2023
4510	Accounts Payable	08/30/2023	Computer Check	HACH COMPANY	\$0.00	\$701.53	(\$33,382.16) 08/30/2023
4511	Accounts Payable	08/30/2023	Computer Check	HIGHMARK BLUE SHIELD	\$0.00	\$92.45	(\$33,474.61) 08/30/2023
4512	Accounts Payable	08/30/2023	Computer Check	HOME DEPOT CREDIT SERVICES	\$0.00	\$216.24	(\$33,690.85) 08/30/2023
4513	Accounts Payable	08/30/2023	Computer Check	MAIN POOL & CHEMICAL CO. INC.	\$0.00	\$574.00	(\$34,264.85) 08/30/2023
4514	Accounts Payable	08/30/2023	Computer Check	MESSICK'S	\$0.00	\$43.63	(\$34,308.48) 08/30/2023
4515	Accounts Payable	08/30/2023	Computer Check	NORTHWEST BANK	\$0.00	\$222.07	(\$34,530.55) 08/30/2023
4516	Accounts Payable	08/30/2023	Computer Check	PPL	\$0.00	\$7,602.05	(\$42,132.60) 08/30/2023
4517	Accounts Payable	08/30/2023	Computer Check	R/W CONNECTION, INC.	\$0.00	\$466.30	(\$42,598.90) 08/30/2023
4518	Accounts Payable	08/30/2023	Computer Check	ROHRER S INCORPORATED	\$0.00	\$187.87	(\$42,786.77) 08/30/2023
4519	Accounts Payable	08/30/2023	Computer Check	RYAN STORM	\$0.00	\$150.00	(\$42,936.77) 08/30/2023
4520	Accounts Payable	08/30/2023	Computer Check	SCHAEDLER YESCO DISTRIBUTION,	\$0.00	\$81.33	(\$43,018.10) 08/30/2023
4521	Accounts Payable	08/30/2023	Computer Check	SCOTT KLING	\$0.00	\$261.95	(\$43,280.05) 08/30/2023
4522	Accounts Payable	08/30/2023	Computer Check	SERVICE SUPPLY CORP	\$0.00	\$671.67	(\$43,951.72) 08/30/2023
4523	Accounts Payable	08/30/2023	Computer Check	SHERMAN-GIBSON SYSTEMS COM	\$0.00	\$1,650.00	(\$45,601.72) 08/30/2023
4524	Accounts Payable	08/30/2023	Computer Check	SM JOHNS & SONS CONSTRUCTIC	\$0.00	\$112.46	(\$45,714.18) 08/30/2023
4525	Accounts Payable	08/30/2023	Computer Check	STANDARD INSURANCE COMPAN	\$0.00	\$22.50	(\$45,736.68) 08/30/2023
4526	Accounts Payable	08/30/2023	Computer Check	SUBURBAN TESTING LABS, INC	\$0.00	\$3,269.00	(\$49,005.68) 08/30/2023
4527	Accounts Payable	08/30/2023	Computer Check	UNITED CONCORDIA INSURANCE I	\$0.00	\$699.45	(\$49,705.13) 08/30/2023
4528	Accounts Payable	08/30/2023	Computer Check	VERIZON WIRELESS	\$0.00	\$98.82	(\$49,803.95) 08/30/2023
4529	Accounts Payable	08/30/2023	Computer Check	WEX BANK	\$0.00	\$273.79	(\$50,077.74) 08/30/2023

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$50,077.74)
Total Payments:	(\$50,077.74)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Register Balance:	(\$50,077.74)

Mount Joy Authority

Sewer Operating Fund Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction		Reference	Deposits	Payments	Total Post Date
		Transaction Type	Date				
4738	Accounts Payable	Computer Check	08/22/2023	UNIVAR USA, INC.	\$0.00	\$9,593.40	(\$9,593.40) 08/22/2023
4762	Accounts Payable	Computer Check	08/30/2023	ADVANCE AUTO PARTS	\$0.00	\$3.98	(\$9,597.38) 08/30/2023
4763	Accounts Payable	Computer Check	08/30/2023	ARRO CONSULTING, INC.	\$0.00	\$464.75	(\$10,062.13) 08/30/2023
4764	Accounts Payable	Computer Check	08/30/2023	ASCENSUS	\$0.00	\$432.50	(\$10,494.63) 08/30/2023
4765	Accounts Payable	Computer Check	08/30/2023	BARLEY SNYDER LLP	\$0.00	\$1,356.25	(\$11,850.88) 08/30/2023
4766	Accounts Payable	Computer Check	08/30/2023	BOROUGH OF MOUNT JOY	\$0.00	\$915.17	(\$12,766.05) 08/30/2023
4767	Accounts Payable	Computer Check	08/30/2023	BRIGHTSPEED	\$0.00	\$817.93	(\$13,583.98) 08/30/2023
4768	Accounts Payable	Computer Check	08/30/2023	C & W AUTOMOTIVE	\$0.00	\$36.95	(\$13,620.93) 08/30/2023
4769	Accounts Payable	Computer Check	08/30/2023	CAPITAL BLUE CROSS	\$0.00	\$13,120.09	(\$26,741.02) 08/30/2023
4770	Accounts Payable	Computer Check	08/30/2023	CONCENTRA HEALTH SERVICES, IN	\$0.00	\$60.00	(\$26,801.02) 08/30/2023
4771	Accounts Payable	Computer Check	08/30/2023	E-TOWN AUTO PARTS	\$0.00	\$347.98	(\$27,149.00) 08/30/2023
4772	Accounts Payable	Computer Check	08/30/2023	EXETER SUPPLY COMPANY, INC.	\$0.00	\$117.08	(\$27,266.08) 08/30/2023
4773	Accounts Payable	Computer Check	08/30/2023	GARDEN SPOT ELECTRIC INC	\$0.00	\$1,930.00	(\$29,196.08) 08/30/2023
4774	Accounts Payable	Computer Check	08/30/2023	GRAINGER	\$0.00	\$181.92	(\$29,378.00) 08/30/2023
4775	Accounts Payable	Computer Check	08/30/2023	GUTTMAN ENERGY INC.	\$0.00	\$287.13	(\$29,665.13) 08/30/2023
4776	Accounts Payable	Computer Check	08/30/2023	HACH COMPANY	\$0.00	\$75.08	(\$29,740.21) 08/30/2023
4777	Accounts Payable	Computer Check	08/30/2023	HIGHMARK BLUE SHIELD	\$0.00	\$92.45	(\$29,832.66) 08/30/2023
4778	Accounts Payable	Computer Check	08/30/2023	MESSICK'S	\$0.00	\$51.37	(\$29,884.03) 08/30/2023
4779	Accounts Payable	Computer Check	08/30/2023	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$36,286.45) 08/30/2023
4780	Accounts Payable	Computer Check	08/30/2023	NORTHWEST BANK	\$0.00	\$352.24	(\$36,638.69) 08/30/2023
4781	Accounts Payable	Computer Check	08/30/2023	OFFICE BASICS INC.	\$0.00	\$71.64	(\$36,710.33) 08/30/2023
4782	Accounts Payable	Computer Check	08/30/2023	PPL	\$0.00	\$6,943.55	(\$43,653.88) 08/30/2023
4783	Accounts Payable	Computer Check	08/30/2023	PRECISION INSTRUMENT SERVICE	\$0.00	\$315.00	(\$43,968.88) 08/30/2023
4784	Accounts Payable	Computer Check	08/30/2023	ROHRER S INCORPORATED	\$0.00	\$187.86	(\$44,156.74) 08/30/2023
4785	Accounts Payable	Computer Check	08/30/2023	RYAN STORM	\$0.00	\$150.00	(\$44,306.74) 08/30/2023
4786	Accounts Payable	Computer Check	08/30/2023	SCOTT KLING	\$0.00	\$261.95	(\$44,568.69) 08/30/2023
4787	Accounts Payable	Computer Check	08/30/2023	SERVICE SUPPLY CORP	\$0.00	\$671.66	(\$45,240.35) 08/30/2023
4788	Accounts Payable	Computer Check	08/30/2023	STANDARD INSURANCE COMPAN	\$0.00	\$22.50	(\$45,262.85) 08/30/2023
4789	Accounts Payable	Computer Check	08/30/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$2,544.00	(\$47,806.85) 08/30/2023
4790	Accounts Payable	Computer Check	08/30/2023	UNITED CONCORDIA INSURANCE I	\$0.00	\$699.45	(\$48,506.30) 08/30/2023
4791	Accounts Payable	Computer Check	08/30/2023	USALCO	\$0.00	\$5,847.84	(\$54,354.14) 08/30/2023
4792	Accounts Payable	Computer Check	08/30/2023	VERIZON WIRELESS	\$0.00	\$98.81	(\$54,452.95) 08/30/2023
4793	Accounts Payable	Computer Check	08/30/2023	WEX BANK	\$0.00	\$504.56	(\$54,957.51) 08/30/2023

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$54,957.51)
Total Payments:	(\$54,957.51)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$54,957.51)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 23-10

Date: September 5, 2023

RESOLUTION

RESOLVED, in accordance with Article VI, Section 6.06 of the Trust Indenture of the Mount Joy Borough Authority (the "Authority") to Fulton Bank, National Association (the "Trustee"), as successor to Union National Community Bank (the "Prior Trustee"), as Trustee, dated as of May 1, 1993, securing Guaranteed Water Revenue Bonds, Series of 1993 (the "Trust Indenture") the Trustee is hereby authorized and requested to make the following payments for authorized projects, including either capital additions or extraordinary repairs, renewals or replacements from the Bond Redemption and Improvement Fund established under the aforesaid Indenture and held by the Trustee for the following purposes and in the amounts and for the purposes set forth below:

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
SEE ATTACHED EXHIBIT "A"		\$ 10,488.03

CERTIFICATE

The undersigned Secretary hereby certifies that the Resolution set forth above was duly adopted by the Board of Directors of Mount Joy Borough Authority at a meeting duly called and held on September 5, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 5th day of September, 2023.

(Secretary) (Assistant Secretary)

AUTHORITY SEAL

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services Well 3 SRBC Docket Renewal; Invoice 0084416	\$ 2,847.50
Schaedler Yesco Distribution 3982 Paxton Street PO Box 4990 Harrisburg, PA 17111-0990	PLC Upgrade Lumber Street Water Tanks; Invoice S6874113.005	\$ 498.51
Ametek PO Box 788275 Philadelphia, PA 19178-8275	Carmany Road Water Plant Filter Transmitter Upgrades; Invoice 20004471	\$ 7,142.02

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
SEWER SYSTEM BOND REDEMPTION AND IMPROVEMENT FUND
REQUISITION FORM

SEWER SYSYTEM REQUISITION NO.: SBRI 23-9

Date: September 5, 2023

Fulton Bank, National Association
Trustee under Trust Indenture
dated November 15, 1996
of Mount Joy Borough Authority
Mount Joy, Pennsylvania

Dear Sirs:

You are hereby requested to make a disbursements of funds from the Bond Redemption and Improvement Fund of the above Bond Indenture of the Mount Joy Borough Authority for the following purposes and in the amounts set forth below:

Payee: _____	Construction Contract
Address: _____	Yes _____ No _____

Purpose of Obligation	Total Obligation	Amount Paid to Date	Amount this Requisition	Current Balance
SEE ATTACHED EXHIBIT "A"			\$ 997.01	

In connection therewith, I certify that the above amounts are now due and unpaid, and that such indebtedness is a proper charge against, and has not been made the basis of any previous withdrawal from, the Bond Redemption and Improvement Fund, pursuant to the provisions of the Trust Indenture dated November 15, 1996, from this Authority to your Bank, as Trustee and successor to Union National Community Bank, prior Trustee. I further certify that with respect to the items covered in this Requisition, there are no vendors', mechanics' or other liens (or security interest) upon or affecting any property with respect to which payments are requisitioned and which will not be discharged by such payment.

Further:

EXHIBIT "A"

SEWER BOND REDEMPTION AND IMPROVEMENT FUND

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
Schaedler Yesco Distribution 3982 Paxton Street PO Box 4990 Harrisburg, PA 17111-0990	Admin Bldg Remote I/O Rack Upgrade; Invoice S6874143.006	\$ 997.01